



## District Sports Late Collection Policy

District Sports endeavours to ensure that all children are collected by a parent carer at the end of each session, unless otherwise stated they have permission to walk home. If a child is not collected, we will follow the procedure set out below:

### **Up to 15 minutes late**

- When the parent carer arrives, if they have not already, they will be reminded that they must call the club to notify us if they are delayed.

### **Over 15 minutes late**

- If a parent carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent carer, messages will be left requesting that they contact the club immediately. The coach will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by the club's staff.
- When the parent carer arrives, if they have not already, they will be reminded that they must call the club to notify us if they are delayed.

### **Over 30 minutes late**

- If the coach has been unable to contact the child's parent carers after 30 minutes, the coach will seek advice from the school and/or managers.
- The child will remain in the care of the Club's staff, on the Club's premises if possible, until collected by the parent carer.

### **Managing persistent lateness**

The manager will record incidents of late collection and will discuss them with the child's parent carers. Parent carers will be reminded that if they persistently collect their child late, they may not be able to book onto District Sports clubs.

This policy was adopted by: District Sports	Date: May 2026
To be reviewed: July 2027	Signed: Tom Pugh

Email – [admin@districtsportssouth.com](mailto:admin@districtsportssouth.com)  
Mobile – 07858 904422  
Website – [www.districtsportssouth.com](http://www.districtsportssouth.com)